
Subject: CYSHCN Files

Effective Date: July 1, 2010

Policy Statement:

CYSHCN files must be maintained in an orderly and uniform manner to expedite the responsiveness to the clients and providers.

There are five types of individual child hard copy files maintained by CYSHCN:

1. The Manila/Blue Pending File: for individuals awaiting disposition after an intake or application;
2. The Permanent Brown/Blue File: for individuals receiving services or closed for less than three years;
3. The Active Storage: for excess materials removed from the Permanent Brown/Blue File;
4. The Closed Storage: for individuals whose files have been closed for three years, reached the age of 22 years of age or have died and
5. Closed Permanent Files: for individuals with PKU, Congenital Hypothyroidism, Galactosemia and Sickle Cell Anemia.

Procedure

Each CYSHCN staff member working with one of the individual child hard copy files are responsible for maintaining the order as established.

Annual culling of the Permanent Brown/Blue file will occur at the time of updating.

Other culling and file material manipulations will take place as assigned using the established format and procedure.